

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH**  
**COMMUNITY AND GOVERNMENT RELATIONS DIVISION**  
**Office of the Director**  
**550 South Vermont Avenue, Los Angeles, CA 90020**

**VACANCY ANNOUNCEMENT**

**THIS IS NOT AN OFFICIAL EXAMINATION-  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**Mental Health Services Coordinator II  
Program/Employee Recognition and Community Relations**

The Community and Government Relations Division in the Office of the Director is recruiting to fill a Mental Health Services Coordinator II position. This position will have the responsibility for coordinating recognition of programs and employees within and outside the Department, serving as the alternate liaison to the Quality and Productivity Commission, and building/maintaining relationships with key stakeholder communities. The person selected for this position will be located at 550 South Vermont.

**EXAMPLES OF DUTIES:**

1. Coordinate and execute the Department's annual employee recognition process and event, including serving as the chairperson of the Department's Honors Committee, assigning to and coordinating tasks with Committee members, securing venues, procuring necessary services and supplies, developing related printed and electronic collateral materials, and .
2. Coordinate the Department's participation in LA County STARS program.
3. Coordinate's Department's participation in recognition opportunities offered by National Association of Counties, California State Association of Counties, and other entities identified by supervisor.
4. Coordinate with PIO to obtain publicity internally and externally for award recipients.
5. Coordinate opportunities to recognize award winners, including organizing venues and recognition materials such as plaques and certificates.
6. Assist Department's Productivity Manager by acting as secondary liaison for the Department with the Quality and Productivity Commission (QPC).
7. Assist Department's Productivity Manager in coordinating Departmental participation in Productivity and Quality Awards, QPC events and Productivity Investment Fund opportunities.
8. Assist Department's Productivity Manager to obtain publicity for Productivity and Quality Award recipients.
9. Assist the DMH Clergy Advisory Committee co-chairs with organizing and conducting the monthly committee meetings and related activities, including setting agendas, producing written records of meeting discussions, conducting outreach activities, and coordinating/racking sub-committee activities.
10. Utilize computer software such as MS Word, MS Outlook and MS PowerPoint, and equipment such as laptop and laptop projector, to communicate with diverse audience online and in person.
11. Utilize MS Excel to create forms and data files, and gather and graph data.

**DESIRABLE QUALIFICATIONS:**

1. Excellent written and oral communications skills
2. Strong time management and organizing skills
3. Strong interpersonal skills
4. Experience leading multi-stakeholder committees
5. Experience handling multiple parallel projects
6. Experience speaking to large groups
7. Experience facilitating special events with large audience
8. Good knowledge of MS Word, MS Excel, MS Outlook and MS PowerPoint
9. Ability to use laptop and projector to conduct MS PowerPoint presentations
10. Ability to create forms and data files in MS Excel, and track and graph data

Qualified individuals holding title to the above position should **fax or email** their resume, last master time sheet, and last two (2) Performance Evaluations to Kumar Menon on or before **April 27, 2012:**

For additional Information, please contact

Kumar Menon  
(213) 738-4258  
Fax: (213) 386-5282

**AN EQUAL OPPORTUNITY EMPLOYER**